

**CENTRAL DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
520 E. 8th Street North, Mountain Home
May 11, 2007**

BOARD MEMBERS:

Steven F. Scanlin, JD, Chair	Dr. Jane Young, DNP	Commissioner Frank Eld
Mary Egusquiza, Vice Chair	Dr. Ted Epperly, MD	Commissioner Fred Lawson (absent)
Betty Ann Nettleton, RN, Trustee		

GUEST:

Commissioner Larry Rose	Commissioner Linda Zimmer	Commissioner Fred Tilman
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STAFF:

Russell A. Duke, Director/Board Secretary	Cindy Trail	Meghan Muguira
Margaret Ross	Dave Fotsch	Nikki Sakata
Donna Mahan		

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BUDGET HEARING FOR FY 2008 – Commissioner Larry Rose

Commissioner Larry Rose of Elmore County, Chairman of the Budget Hearing, called the public hearing of the proposed fiscal year 2008 budget for Central District Health Department (CDHD) to order at 12:32 p.m. Commissioner Rose asked everyone to identify themselves for the record – Frank Eld, Valley County Commissioner; Dr. Ted Epperly, Ada County, Board Member; Dr. Jane Young, Ada County, Board Member; Russell Duke, Director; Steve Scanlin, Ada County, Board Chair; Donna Mahan, Management Assistant; Betty Ann Nettleton, Elmore County, Board Trustee; Meghan Muguira, Financial Director; Cindy Trail, Deputy Director; Fred Tilman, Chairman of Ada County Commissioners; Linda Zimmer, Boise County Commissioner; Dave Fotsch, PIO; Nikki Sakata, Epi and Preparedness Manager; Margaret Ross, IT Manager, CDHD; Mary Egusquiza, Elmore County, Board Vice-Chair; and Larry Rose, Chairman of Elmore County Commissioners.

In accordance to ID Code 39-423, the budget committee considered the counties' contribution to CDHD's FY 2008 budget. CDHD has requested a 3% increase for a total of \$1,832,200. Commissioner Rose asked for any discussion on the budget as presented. With no further discussion, he asked for a motion to approve the budget beginning July 1, 2007, as presented to all of the Boards of Commissioners.

Motion: Commissioner Fred Tilman moved to approve the FY 2008 budget as presented; Commissioner Frank Eld seconded; no further discussion; all in favor; motion carried unanimously.

The Budget Hearing meeting was adjourned at 12:44 p.m.

CALL BOARD MEETING TO ORDER – Steve Scanlin

Chairman Steve Scanlin called the Board of Health meeting to order at 12:45 p.m.

ACTION ON MINUTES FOR APRIL 20, 2007 – Steve Scanlin

Chairman Steve Scanlin asked for a motion to approve the April 20, 2007, Board of Health minutes as presented.

Discussion: Due to federal funding, the health district will not be affected by SB 1157 in family planning.

Motion: Mary Egusquiza moved to approve the April 20, 2007, Board of Health minutes as presented; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

RESULTS OF BUDGET HEARING – Steve Scanlin

Chairman Steve Scanlin reiterated that the FY 2008 budget was unanimously approved as presented by our county commissioners today at the Budget Hearing meeting.

FINANCIAL REPORT – Meghan Muguira

July through April Budget to Actual

The “Budget to Actual” report for July through April was reviewed. For Revenue, fees are currently at 85% (\$2,027,782) with contracts currently at 78% collected.

For Expenditures, personnel costs are at 79% with a 1.7% salary savings (\$131,000). In operating costs, our current operating costs are 74% spent. Central Kitchen, some HRSA funding, and some building projects may not be completely spent by fiscal year end. Overall, we are in good shape going into year end.

NALBOH PRESENTATION – Steve Scanlin

The National Association of Local Boards of Health will be held in Anchorage, Alaska from September 18 - 21. Chairman Steve Scanlin and Facility Manager Wally Sanchez will be presenting “Local Health Department Goes Green and Comes Clean.” All board members are encouraged to attend.

WEST NILE MEDIA CAMPAIGN – Dave Fotsch

Dave Fotsch, PIO, provided information to the Board regarding the West Nile media campaign that is currently running and will continue through September 2007. In working with the state and other health districts, four 30-second television commercials were created with survivors telling their story. Examples of other mediums being used are as follows: radio spots; billboard in Mountain Home; rack cards (English and Spanish); brochures and posters created by Lance Corpus, CDHD Graphic Artist; Valley Ride buses have external and internal media messages posted; magnetic signs on display on CDHD vehicles; and newspaper ads. The Board has asked Russell Duke to keep them updated throughout the summer on the West Nile Virus and to provide an update at the August meeting to see if we will need to extend our campaign past September.

ISOLATION AND QUARANTINE DECISION LOGIC – Nikki Sakata

Epi and Preparedness Manager Nikki Sakata presented a draft copy of the CDHD Isolation and Quarantine Decision Logic. The purpose of this document is as follows:

- to outline the procedures that Health District 4 will take when considering and implementing isolation, quarantine, or public closure authority.

- to provide clear guidance to Health District 4 in determining the best and most appropriate measures in ensuring the lowest negative impact on the community.

ELECTION OF OFFICES FOR BOARD MEMBERS – Steve Scanlin

After some discussion, the Board agreed to re-elect current officers to an additional year of service. For FY 2008, the following Board members will continue in their position – Steven Scanlin, Chairman; Mary Egusquiza, Vice Chairman; and Betty Ann Nettleton, Trustee.

Motion: Commissioner Frank Eld moved that all officers be re-elected to their current position for FY 2008; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

DIRECTOR'S REPORT – Russell Duke

IAB - Proxies for Resolutions

Commissioner Frank Eld, Steve Scanlin, and Betty Ann Nettleton will be attending Idaho Association of Local Boards of Health (IAB) in Sun Valley. All Board of Health members were provided the opportunity to delegate proxy rights to Betty Ann Nettleton, Board Trustee, to vote on their behalf for specific resolutions and by-laws being presented at this year's IAB business meeting as well as the option to delegate authority for any other items that may be voted on during the business meeting.

IAB - By-laws

The draft revision of the IAB by-laws will be discussed and voted on at the IAB business meeting the morning of June 1 in Sun Valley.

National Association of Local Boards of Health (NALBOH) Communication

Russell Duke asked a representative from NALBOH to communicate directly with him, and he will communicate pertinent information on to the Board.

Advertisement for MOW Vehicles

Russell Duke informed the Board that based on legal counsel we would be developing guidelines regarding advertisement on CDHD vehicles. The guidelines will exclude anything that is in direct opposition of our mission and anything that deals with religion and/or politics.

EXECUTIVE SESSION – Steve Scanlin

Chairman Steve Scanlin asked for a motion to enter into Executive Session for the purpose of discussing personnel matters.

Motion: Mary Egusquiza moved to go into Executive Session under Idaho Code 67-2345(b) for the purpose of discussing personnel matters and Betty Ann Nettleton seconded. The motion was carried unanimously by roll call vote individually – Mary Egusquiza, Betty Ann Nettleton, Steve Scanlin, Jane Young, Ted Epperly, and Frank Eld.

Chairman Steve Scanlin asked for a motion to come out of Executive Session.

Motion: Commissioner Mary Egusquiza moved under Idaho Code 67-2345(b) that we come out of Executive Session. Dr. Jane Young seconded the motion. The motion was carried unanimously by roll call vote individually – Mary Egusquiza, Betty Ann Nettleton, Steve Scanlin, Jane Young, Ted Epperly, and Frank Eld.

Chairman Steve Scanlin asked for a motion regarding a salary adjustment for Cindy Trail, Deputy Director.

Motion: Mary Egusquiza made a motion to increase Cindy Trail's salary by 3.5%; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

ADJOURN – Steve Scanlin

Chairman Steve Scanlin requested a motion to adjourn the meeting.

Motion: Mary Egusquiza moved to adjourn the meeting; Commissioner Frank Eld seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 3:42 p.m.

Respectfully submitted:

Date

Steven F. Scanlin, Chair

Russell A. Duke, Secretary